

**Appendix 1**

**Meeting Minutes**  
**Interagency Planning Committee**

## Bonneville County Wildfire Mitigation Planning Project Idaho Falls Meeting – 4/27/2004

### Attendees:

Name	Phone	Email	Affiliation
Wes Jones	552-2627	<a href="mailto:wjones@ersglobal.net">wjones@ersglobal.net</a>	ERS – Project Manager
Rick Fawcett	478-7982	<a href="mailto:fawcett@ats.com">fawcett@ats.com</a>	ERS – Senior Consultant
Jared Loosli	523-3971	<a href="mailto:uconfd@firetec.com">uconfd@firetec.com</a>	Ucon Fire Chief
Kevin Eckersell	529-1290	<a href="mailto:keckersell@co.bonneville.id.us">keckersell@co.bonneville.id.us</a>	Bonneville Co
Janet Cheney	529-1290 ext 1568	<a href="mailto:jcheney@co.bonneville.id.us">jcheney@co.bonneville.id.us</a>	Bonneville Co
Robert Jamison	521-5507	<a href="mailto:calamitywater@cableone.net">calamitywater@cableone.net</a>	Calamity Summer Home
Norm Showalter	233-4344		Calamity Summer Home
Dick Fowler	523-8758		Bonneville Fire District
Matt Morgan	529-3312	<a href="mailto:morganconstl@aol.com">morganconstl@aol.com</a>	Bonneville Fire District
Dean Ellis	529-1495	<a href="mailto:delis@ci.idaho.falls.id.us">delis@ci.idaho.falls.id.us</a>	City of Idaho Falls Fire Chief
Don Gossweiler	524-7620	<a href="mailto:Donald_gossweiler@blm.gov">Donald_gossweiler@blm.gov</a>	BLM
Dean Philbrick	483-3473	<a href="mailto:swanfire@silverstar.com">swanfire@silverstar.com</a>	Swan Valley Fire
Toni Philbrick	483-2109	<a href="mailto:tonirustyspur@aol.com">tonirustyspur@aol.com</a>	Swan Valley Fire
Ron Frazell	483-2209	<a href="mailto:rcf@srv.net">rcf@srv.net</a>	Swan Valley Fire
Dave Radford	529-1290 ext 1360	<a href="mailto:dradford@co.bonneville.id.us">dradford@co.bonneville.id.us</a>	Bonneville County Commissioner
Steven Serr	529-1290 ext 1386	<a href="mailto:sserr@co.bonneville.id.us">sserr@co.bonneville.id.us</a>	Bonneville County
Mike Taysom	529-1223	<a href="mailto:mtaysom@co.bonneville.id.us">mtaysom@co.bonneville.id.us</a>	Bonneville County EM
Kim Ragotzkie	525-7290	<a href="mailto:kragotsk@idfg.state.is.us">kragotsk@idfg.state.is.us</a>	Idaho Dept. of Fish and Game
Clarence Nelson		<a href="mailto:cbnelson@cableone.net">cbnelson@cableone.net</a>	Ammon Fire Department

### Scope:

Emergency Response Solutions facilitated the first Bonneville County Wildland/Urban Interface Mitigation Planning session on April 27, 2004 at 9:00 a.m. in the Bonneville County EOC. The meeting provided the first opportunity to discuss the wildland/urban interface fire mitigation plan development and future implementation activities in support of the Bonneville County Wildfire Mitigation Planning project.

### Provided:

All personnel in attendance were provided copies of an introduction to the National Fire Plan, the State of Idaho Fire Plan, the Project Scope, and a listing of requested reference materials.

- Don Gossweiler from BLM provided copies of a Fire History Map and a Vegetation Map for Bonneville County. Don also provided the RC&D Evaluation of Fire Department Needs in Bonneville County.
- Mike Taysom provided a list of potential participants developed in cooperation with the County Commissioners.

### Discussion points:

- Discussed who should be invited to serve on the Interagency Planning Team, and what the expectations were from their participation.
- A discussion was held on the Basic Planning Process
- ERS requested that a map, depicting the boundary of the wildland/urban interface area, be provided by the County GIS Department.

- Discussed potential issues that might need to be addressed, including:
  - Calamity Summer Home Evacuation Routes
  - Cooperation from the BLM and Forest Service in define hazards.
  - Project Fuel Reduction Projects from Kelly Canyon to Pine Creek.
  - Integration of Fire and Mitigation Projects throughout the county.
- The web page for the Idaho Statewide Implementation Strategy for the National Fire Plan is located at:  
<http://www2.state.id.us/lands/Natl%20Fire%20Plan/Idaho%20Implementation%20Strategy/Idaho%20Implementation%20Strategy%20Home.htm>
- Idaho Statewide Implementation Strategy for the National Fire Plan – reviewed the draft Wildfire Mitigation Plan format, and discussed how it complies with the guidelines.
- ERS requested Fire Histories and/or Fire Incident Maps from the individual Fire Departments if available. Additional Information Requested includes but is not limited to the following:
  - Names and Contact Information for Key Members of the Fire Protection Community
  - Annual Fire Plans from Targhee and Caribou National Forests
  - Annual Fire Plans from BLM
  - Fuel loading analysis from State Department of Lands, Forest, and BLM.
  - Annual Fire Operation Plans MOUs between rural fire districts, counties, cities, and federal agencies.
  - County Zoning Codes relating to construction in the Urban Interface areas
  - Zoning Maps
  - Drought Data from Bureau of Reclamation
  - County Emergency Plans
  - Fire Department Needs Assessments, List of Equipment, Level of Response Capability, Response Resources.
  - Maps of Fire District coverage areas
  - Maps or descriptions of water supplies
  - Community Evacuation Plans for rural subdivisions
  - Any historic public input on the issues
  - *Suggested Items of Concern – Such as:*
    - *High Fuel Areas*
    - *Inadequate Water Supplies*
    - *Inaccessible roadways*
    - *Inferior Bridges*
- ERS will provide a web page link to the Draft Mitigation Plan for use by the planning team and the community citizens.
- ERS will begin development of the Mitigation Plan Draft, and route it for review and comment as soon as the reference materials as made available.

The next meeting is scheduled for May 10<sup>th</sup> at 9:30 a.m. at Fire Station #2 in Swan Valley.

**Bonneville County Wildfire Mitigation Planning Project  
Swan Valley Meeting – 5/10/2004**

**Attendees:**

<b>Name</b>	<b>Phone</b>	<b>Email</b>	<b>Affiliation</b>
Wes Jones	552-2627	<a href="mailto:wjones@ersglobal.net">wjones@ersglobal.net</a>	ERS – Project Manager
Rick Fawcett	478-7982	<a href="mailto:fawcett@ats.com">fawcett@ats.com</a>	ERS – Senior Consultant
Jared Loosli	523-3971	<a href="mailto:uconfd@firetec.com">uconfd@firetec.com</a>	Ucon Fire Chief
Keith Birch	313-3446	<a href="mailto:kbirch@idl.state.id.us">kbirch@idl.state.id.us</a>	IDL
John R. Therriault	529-1220	<a href="mailto:jtherriault@co.bonneville.id.us">jtherriault@co.bonneville.id.us</a>	Bonneville Co Emergency Management
Kevin Conran	524-7602	<a href="mailto:Kevin_Conran@blm.gov">Kevin_Conran@blm.gov</a>	BLM
Norm Showalter	233-4344	<a href="mailto:Tintype21@cablone.net">Tintype21@cablone.net</a>	Calamity Summer Home
Dean Soelberg	520-3014		Sheep Creek Summer Home
B L Page	357-3625		Sheep Creek Summer Home
Dean Ellis	529-1495	<a href="mailto:delis@ci.idaho.falls.id.us">delis@ci.idaho.falls.id.us</a>	City of Idaho Falls Fire Chief
Don Gossweiler	524-7620	<a href="mailto:Donald_gossweiler@blm.gov">Donald_gossweiler@blm.gov</a>	BLM
Dean Philbrick	483-3473	<a href="mailto:swanfire@silverstar.com">swanfire@silverstar.com</a>	Swan Valley Fire
Toni Philbrick	483-2109	<a href="mailto:tonirustyspur@aol.com">tonirustyspur@aol.com</a>	Swan Valley Fire
Ron Frazell	483-2209	<a href="mailto:rcf@srv.net">rcf@srv.net</a>	Swan Valley Fire
Dave Radford	529-1290 ext 1360	<a href="mailto:dradford@co.bonneville.id.us">dradford@co.bonneville.id.us</a>	Bonneville County Commissioner
Dave Klaehn	483-2763	<a href="mailto:partyhoofs@silverstar.com">partyhoofs@silverstar.com</a>	Swan Valley Fire
Kim Ragotzkie	525-7290	<a href="mailto:kragotsk@idfg.state.is.us">kragotsk@idfg.state.is.us</a>	Idaho Dept. of Fish and Game
Clarence Nelson	589-3473	<a href="mailto:chief@ammonfire.com">chief@ammonfire.com</a>	Ammon Fire Department

**Scope:**

Emergency Response Solutions facilitated the second Bonneville County Wildland/Urban Interface Mitigation Planning session on May 10, 2004 at 9:30 a.m. in the Swan Valley Fire Station #2. The meeting provided the second opportunity to discuss the wildland/urban interface fire mitigation plan development, and future implementation activities in support of the Bonneville County Wildfire Mitigation Planning project.

**Provided:**

All personnel in attendance were provided copies of the requirements for the wildland/urban interface fire mitigation plan and a draft set of planning goals from ERS.

- John Therriault provided a copy of the Bonneville County Emergency Operations Plan to ERS.
- Kevin Conran provided a copy of the Caribou-Targhee Fire Plan to ERS.
- Dave Radford provided a map of the Fire Districts to ERS.
- Dean Philbrick made a presentation to the group on the fire hazards facing the Swan Valley Fire District, and provided an electronic copy of the presentation to ERS for inclusion in the plan.
- Don Gossweiler provided an electronic file to ERS containing the MOUs and annual operation plan between BLM and the Fire Districts.

**Discussion points:**

- Discussed the Plan adoption process. The Plan is to be submitted to BLM and IDL who submit them to the State Bureau of Disaster Services who submits to FEMA. Eleven Plans have been completed to date in the State and submitted. None have been approved.
- Discussed planning interface issues with Caribou County, Teton County, Bingham County, and the State of Wyoming.
- Discussed unprotected areas in the County.

- Discussed the need for code enforcement or revision.
- Discussed the need for increased public education with summer home residents.
- Discussed the need for increased mechanical treatment, and the requisite funding.
- Requested a list of absent homeowners so that they can be contacted.
- Discussed the need for secondary evacuation routes from summer homes and subdivisions.
- Discussed the lack of water storage and supply in the Swan Valley area.
- Need to improve pre-fire planning in rural areas of the County such as the following subdivisions:
  - Sheep Creek
  - McCoy Creek
  - Palisades
  - Calamity
  - Bear Creek
- Discussed requirements for protection on leased forestlands.
- Discussed burn permits, refuse collection, removal, and disposal.
- There needs to be more Forest Service Cooperation on issues facing private homeowners.

**KEY ISSUES: The key issues are linked to Public Safety and Property Protection**

- 1. Reduction of Fire Load**
- 2. Water Supply**
- 3. Access to Property**
- 4. Public Education**

**Actions:**

- All attendees were asked to provide comments on mission statement and goals to Rick Fawcett by Friday May 14, 2004.
- ERS will place the first rough draft of the Bonneville County on the ERS web site by May 18<sup>th</sup> 2004. The web site can be accessed at [www.ersglobal.net](http://www.ersglobal.net).
- Participants are requested to provide ERS with any documented public input on the issues discussed as part of the process.
- The next meeting is scheduled for June 2<sup>nd</sup> at 9:30 a.m. at the Ammon City Fire Station on Ammon Road.

**Bonneville County Wildfire Mitigation Planning Project  
Ammon Meeting – 6/2/2004**

**Attendees:**

<b>Name</b>	<b>Phone</b>	<b>Email</b>	<b>Affiliation</b>
Rick Fawcett	478-7982	<a href="mailto:fawcett@ats.com">fawcett@ats.com</a>	ERS – Senior Consultant
Jared Loosli	523-3971	<a href="mailto:uconfd@firetec.com">uconfd@firetec.com</a>	Ucon Fire Chief
Kevin Conran	524-7602	<a href="mailto:Kevin_Conran@blm.gov">Kevin_Conran@blm.gov</a>	BLM
Dean Ellis	529-1495	<a href="mailto:delis@ci.idaho.falls.id.us">delis@ci.idaho.falls.id.us</a>	City of Idaho Falls Fire Chief
Don Gossweiler	524-7620	<a href="mailto:Donald_gossweiler@blm.gov">Donald_gossweiler@blm.gov</a>	BLM
Ron Frazell	483-2209	<a href="mailto:rcf@srv.net">rcf@srv.net</a>	Swan Valley Fire
Dave Radford	529-1290 ext 1360	<a href="mailto:dradford@co.bonneville.id.us">dradford@co.bonneville.id.us</a>	Bonneville County Commissioner
Mike Taysom	529-1223	<a href="mailto:mtaysom@co.bonneville.id.us">mtaysom@co.bonneville.id.us</a>	Director Emergency Management
Kim Ragotzkie	525-7290	<a href="mailto:kragotsk@idfg.state.is.us">kragotsk@idfg.state.is.us</a>	Idaho Dept. of Fish and Game
Clarence Nelson	589-3473	<a href="mailto:chief@ammonfire.com">chief@ammonfire.com</a>	Ammon Fire Department
Jeffery Freeburne	397-4772	<a href="mailto:mjfree@cdi.net">mjfree@cdi.net</a>	Calamity Water Users Association

**Scope:**

Emergency Response Solutions facilitated the third Bonneville County Wildland/Urban Interface Mitigation Planning session on June 2, 2004 at 9:30 a.m. in the Ammon Fire Station. The meeting provided the third is a series of opportunities to discuss and accept input into the wildland/urban interface fire mitigation plan development and future implementation activities in support of the Bonneville County Wildfire Mitigation Planning project.

**Discussion points:**

- **Status of Plan Development – Chapters 1-3 & 7 will be complete and ready for review on June 15, 2004**
  - Rough Draft on ERS Web Site password is *bonnevilleems*
  - There has been very little input into the Mission Statement and Goals. If there is additional input, please email it to Rick Fawcett
  - The Hazard Assessment process is underway, and will be complete when all structures are identified in the non-protected areas.
  - Ron Frazell provided an excellent assessment of the response times within the Swan Valley Fire District, which will be included in the hazard assessment.
  - Discussed the need to additional protection in areas outside of established fire districts.
  - Discussed additional mapping activities – Dave Radford, Mike Taysom, and Rick Fawcett will work together to define requirements for the County GIS department.
  - Dave Radford provided comments on the Public Survey. Those comments have been incorporated, and the revised survey is attached for review.
  - Public Participation will include:
    - Survey to Absent Homeowners in the Swan Valley area, and to residents in the non-protected areas. The survey also will be on the web site, and will be handed out at the Swan Valley Public Meeting.
    - Place and Time of Public Meetings
      - Swan Valley – July 4<sup>th</sup> at the Fire Station Open House
      - Bone – Under Consideration
      - Wayan – Under Consideration

- Discussed the need for some immediate public education regarding the planning effort. Kim Ragotskie will work with ERS and Chis Millgate at Channel 8 to put something together.
- ERS will work with BLM during the June 21<sup>st</sup> Wildland Prevention week to put together a newspaper article.
- **Alternative Development will be conducted during the July 12<sup>th</sup> Meeting. Issues will be taken from:**
  - **Previous RC&D Fire Department Surveys**
  - **Swan Valley Assessments**
  - **Hazard Assessment**
  - **Public Meetings and Survey**

**Next Steps:**

- Approve and Mail Public Survey
- Schedule Public Meetings – Swan Valley July 4<sup>th</sup> other TBD
- Schedule Group Meeting for Alternative Analysis – July 12, 2004
- Final Draft of Plan Review and Comment – August 15th
- Revise Comments
- Present to Commissioners

The next meeting will be July 12<sup>th</sup> from 10-1200 at the Bonneville County EOC.

## Bonneville County Wildfire Mitigation Planning Project Idaho Falls Meeting – July 26, 2004

### Attendees:

Name	Phone	Email	Affiliation
Shyne Brothers	552-2627	<a href="mailto:sbrothers@ersglobal.net">sbrothers@ersglobal.net</a>	ERS – Principle Specialist
Rick Fawcett	478-7982	<a href="mailto:fawcett@ats.com">fawcett@ats.com</a>	ERS – Senior Consultant
Kevin Conran	524-7602	<a href="mailto:Kevin_Conran@blm.gov">Kevin_Conran@blm.gov</a>	BLM
Don Gossweiler	524-7620	<a href="mailto:Donald_gossweiler@blm.gov">Donald_gossweiler@blm.gov</a>	BLM
Dave Radford	529-1290 ext 1360	<a href="mailto:dradford@co.bonneville.id.us">dradford@co.bonneville.id.us</a>	Bonneville County Commissioner
Mike Taysom	529-1223	<a href="mailto:mtaysom@co.bonneville.id.us">mtaysom@co.bonneville.id.us</a>	Director Emergency Management
Keith Birch	313-3346	<a href="mailto:kbirch@idl.state.id.us">kbirch@idl.state.id.us</a>	Idaho Department of Lands
Dennis Godfrey	547-2583	<a href="mailto:dengodem@allidaho.com">dengodem@allidaho.com</a>	Caribou County Fire
Josse Allen	547-4749	<a href="mailto:jallen@caribouco.com">jallen@caribouco.com</a>	Caribou County

Emergency Response Solutions facilitated the third Bonneville County Wildland/Urban Interface Mitigation Planning session on July 26th at 10:00 a.m. in the Bonneville County EOC. The meeting provided the fourth in a series of opportunities to discuss and accept input into the wildland/urban interface fire mitigation plan development and future implementation activities in support of the Bonneville County Wildfire Mitigation Planning project.

### Discussion points:

- *Status of Plan Development – All Chapters are drafted; additional work is being done on Chapters 2 and 3 prior to final development of the mitigation actions.*
  - Rough Draft on ERS Web Site password is [bonnevilleems](#)
  - The Hazard Assessment process is nearing completion; we are still looking at specific structures in the Hoffman subdivision located in the McCoy Creek area.
  - Discussed additional mapping activities – Shyne Brothers will work with the County GIS Department and BLM to see if a final map can be developed.
  - Caribou County Representatives were present to discuss interface issues between their mitigation planning efforts and the Bonneville County mitigation planning effort. Issues include:
    - Fire Protection in the Grays Lake/Wayan Area
    - Fire Protection and interface with the Alpine Fire District
    - Fire Protection for the McCoy Creek Area.
  - Don Gossweiler suggested that a map showing noxious weeds be obtained from the Bonneville County Weed Control Program. The relationship between the WUI and the weed control areas should then be evaluated.
  - Commissioner Radford would like ERS to talk to Steve Serr regarding Building Codes and Variances in the WUI areas.
  - The Public Survey has been sent out and responses are coming back. The survey was sent to:
    - Absent homeowners in the Swan Valley area and residents in the non-protected areas.



**Next Steps:**

- Invite Alpine Fire District to next meeting.
- Invite a representative of the NRCS to the next meeting to discuss CRP land.
- Complete the Public Survey
- Link vulnerable properties to mitigation alternatives
- Indicate vulnerable properties, and mitigation projects on the Bonneville County hazard map being developed.
- Develop final mitigation alternatives for economic analysis and ranking.

The next meeting will be August 13 from 10-1200 at the Bonneville County EOC.

**Bonneville County Wildfire Mitigation Planning Project  
Idaho Falls Meeting - August 13, 2004**

**Attendees:**

<b>Name</b>	<b>Phone</b>	<b>E-mail</b>	<b>Affiliation</b>
Shyne Brothers	552-2627	<a href="mailto:sbrothers@ersglobal.net">sbrothers@ersglobal.net</a>	ERS-Principle Specialist
Rick Fawcett	478-7982	<a href="mailto:fawcett@ats.com">fawcett@ats.com</a>	ERS – Senior Consultant
Kevin Conran	524-7602	<a href="mailto:Kevin_Conran@blm.gov">Kevin_Conran@blm.gov</a>	BLM
Terri Potter	307-890-7581	<a href="mailto:bigbpotter@hotmail.com">bigbpotter@hotmail.com</a>	Alpine Fire District
Mike Taysom	529-1223	<a href="mailto:mtaysom@co.bonneville.id.us">mtaysom@co.bonneville.id.us</a>	Director of Emergency Management
Steven Serr	529-1350 ext. 1386	<a href="mailto:sserr@co.bonneville.id.us">sserr@co.bonneville.id.us</a>	Bonneville County
Dean Philbrick	520-7242	<a href="mailto:Swanfire2@yahoo.com">Swanfire2@yahoo.com</a>	Swan Valley Fire
Ron Frazell	483-2209	<a href="mailto:rcf@srv.net">rcf@srv.net</a>	Swan Valley Fire
Dave Radford	529-1290 ext 1360	<a href="mailto:dradford@co.bonneville.id.us">dradford@co.bonneville.id.us</a>	Bonneville County Commissioner

Emergency Response Solutions facilitated the fifth Bonneville County Wildland Urban Interface Mitigation Planning session on August 13th at 10:00 a.m. in the Bonneville County EOC. The meeting provided the fourth in a series of opportunities to discuss and accept input into the wildland/urban interface fire mitigation plan development and future implementation activities in support of the Bonneville County Wildfire Mitigation Planning project.

**Discussion points:**

The current status of the plan was discussed. The draft plan is available online at [www.ersglobal.net](http://www.ersglobal.net). The password is bonnevilleems.

The majority of the hazard assessment activities have been completed. The Hoffman Estates area may require additional inspection.

Mike Taysom suggested adding a fire history narrative to the plan. The substantial number of fires may necessitate discussion of only the largest fires.

The need for a memorandum of understanding for the Grays Lake area was noted.

Inclusion of the Bone Road area within the hazard zones was discussed. Steven Serr noted that any new houses will be located on 60 acres or more. The density in this area will remain low. However, Kevin Conran indicated that the high occurrence of fire in this area suggests the need for it to be included into a fire district.

There is a need for a public meeting with Swan Valley homeowners to discuss the plan and receive additional input.

The need for indication of hazard zones on the map was discussed. Shyne Brothers will work with Janet Cheney to get these zones added. Also, the federal layer on the map will need to be separated into BLM and Forest Service areas.

The survey results were discussed.

The current reimbursement program for Wyoming homeowners was discussed.

The necessity for coordination with the Forest Service regarding Hoffman Estates was discussed.

**Next Steps:**

Comments in regard to the mitigation tasks need to be submitted by August 20, 2004.

Postcards need to be sent out to Swan Valley homeowners to invite them to the public meeting at 6 p.m. on August 31, 2004.